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Ciara Loftus
HR Manager
ByrneWallace
88 Harcourt Street
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Dear Ms. Loftus,

I wish to apply to your traineeship programme as I believe that I would be a great candidate for this position and would be a perfect fit for your law firm. I am an enthusiastic, ambitious, intelligent individual with excellent communication skills, the ability to work as part of a team and can adapt quickly to challenges in a fast paced environment. Hence, I believe I possess the skills and abilities that you are looking for in your future trainees.

I have completed my eight FE1 examinations and am now hoping to expand my practical experience. As you can see from my CV, I have extensive experience in personal injury and employment law litigation and have been given responsibility for managing claims from initial consultation to settlement or trial.

In my assessments at every job I have held, my interpersonal skills and attention to detail have consistently been rated as key strengths. I am a good communicator, excel at building relationships and am an effective and efficient team worker. I believe I would be a strong asset to your firm, due to the huge importance of client relations in organisations, which I believe is an essential part of a successful law firm like ByrneWallace.

From working in a small firm, I have been involved in fee structuring and cash management in addition to my other responsibilities. I have also learned to prioritise tasks and have excellent time-management skills.

I am always looking for new challenges and am eager to continue learning and developing my knowledge and skills in law and obtaining hands on experience in new areas. The fact that you practice in an array of dynamic sectors such as technology, life sciences, financial services, energy and natural resources excites me and really attracts me to your firm. The opportunity to complete a number of rotations throughout ByrneWallace during my training contract to ascertain the practice areas that I most enjoy really appeals to me.

The collaborative culture of ByrneWallace along with the firms values of decency, integrity and respect confirm to me that ByrneWallace is a firm that I would relish to be apart of.

I am confident that my background and experience will enable me to make a positive contribution to your firm.

Thank you for your consideration and I look forward to hearing from you soon.

Yours sincerely,

Niamh McDonagh

